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ABSTRACT

Three short articles provide tape recording instructions for braille transcribers and teachers of the visually handicapped, for transcribing instructional materials. The first article gives guidelines for transcribing special formats such as typing books. The second article tells how to give verbal instructions for diagraming sentences and other graphic representations of English grammar. The final article lists seven basic cassette recording guidelines. (LH)

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SHARPEN your skills

The Skills section has been placed in the center of the Bulletin for your convenience so that it may be easily removed for ready reference or duplication.

TAPE RECORDING

Special Formats: Typing Books (continued)
Helen Perry, Chairman

Financial Statements

When transcribing tabular material such as financial statements, first give an overview: "This financial statement requires sideways placement of paper. It has fifteen double spaced lines with a description and two columns of figures."

A centre check is standard procedure giving the longest line of the description and space required for longest column entries: "Centre check line: Ratio of Net Earnings to sales adjusted to (pause) first column must accommodate dollar sign, space, 53,289, the second column, dollar sign, 54,403. Set tabs."

Customary format for centred headings, line spacing and capitals are then followed.

Graphic:

Display lettering is frequently used in advertising or duplicated announcements, e.g.,

"The word 'plaids' is a display heading using the number sign. Each letter will be dictated individually. P, first line, four number signs; second line, number sign, two spaces, number sign; third line, four number signs; fourth line, number sign; fifth line, number sign. Next letter, l, begin in space seven, four number signs down vertically; fifth line, four number signs across. Leave two spaces. Next letter, a, begin in space twelve. First line, four number signs; second line, number sign, two spaces, number sign, ..."

NDA Bulletin, Spring 1982

Line justification

When the body of the text requires line justification, give the longest line, then read the text line by line giving space justification.

"Copy centered on the page, lines justified, 18 lines in all. Justification line 'If you have a drop of MacDougall' . . .Line 3: justify two spaces, (pause) 'or even wish you had' comma 'you must', line 4. . . ."

Have you transcribed a book requiring special formatting? Please share your solution with us, including a photocopy of the original. My address is in the back of the *Bulletin*.

Names in the News:
Lech Walensa is pronounced Leck Vah-*wen*-sah

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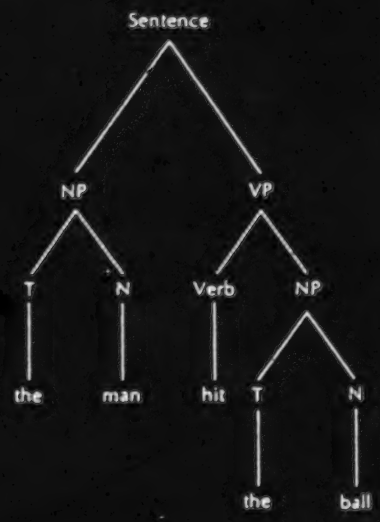
EA 163 142

English Grammar
Helen Perry, Chairman

Grammar textbooks are giving our studio pause for thought; how to parse a sentence graphically? The university level linguistics text is less complex than the seventh grade English!

Linguistics:



"READERS NOTE:
The tree shows the constituent construction of the sentence: 'the man hit the ball'. The sentence contains a noun phrase and a verb phrase. The noun phrase contains an article 'the' and a subject noun 'man'. The verb phrase contains a verb 'hit' and a noun phrase. The noun phrase contains an article 'the' and an object noun 'ball'.

TEXT."

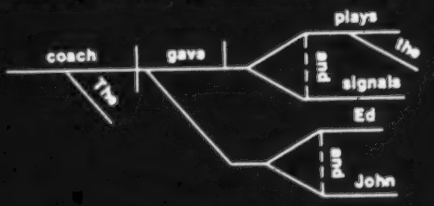
Diagraming. Compound sentence parts are diagramed as follows:

Ed and Judy (*compound subject*) stayed and worked (*compound verb*).

#1.

The coach gave Ed and John (*compound indirect object*) the plays and signals (*compound direct object*).

#2.



"READERS NOTE: (for diagram #1).
The diagram illustrating compound sentence parts has two horizontal lines of equal length, one for each noun, 'Ed', 'Judy', joined at the right end by a broken vertical line for the word 'and'. The two lines then slant towards each other and become a single line. This single line is intersected by a vertical bar. To the right of the bar, the single line divides again into two horizontal lines for the compound verbs 'stayed', 'worked'. These verbs are joined at the left by a broken vertical line for the word 'and'.

TEXT."

"READERS NOTE: (for diagram #2)
The diagram has a single horizontal sentence line for the subject noun 'coach'. Underneath 'coach' is a line slanting down and to the right for the word 'the'. The horizontal line 'coach' is intersected by a vertical bar to indicate the end of the subject. To the right of this bar, a line slants down, and is divided into two horizontal lines for the compound indirect objects 'Ed', 'John', which are joined by a broken vertical bar for the word 'and'.

The sentence line continues for the verb 'gave', then a vertical bar above the line indicates a direct object. The line divides into two horizontal lines for the direct objects 'plays', 'signals', joined by a broken vertical bar, for the word 'and'. Under the line for 'plays', a line slants to the right with the word 'the'.

TEXT".

As the reading of diagrams continues in the text, all horizontal lines are referred to as "lines", vertical solid lines as "bars", and slanted lines as "slants".

Was it really this complex when we were taught to parse sentences?

Cassette Recording Guidelines

Helen Perry, Chairman

Although cassettes are not suitable for producing masters, a reasonably good quality recording can be produced for use by only one person. A few basic rules to follow:

1. Always use direct current as weak batteries may slow the tape transport.
2. Use an external microphone.
3. Place machine and microphone on soft surfaces apart from each other, so that the microphone does not pick up machine noise.
4. Many machines have a built-in level control; microphone must be close to the mouth to eliminate background noises. Suspending the microphone from a cord around the neck ensures that the position stays constant.
5. Record at 1-7/8 i.p.s. on two tracks; it is difficult to make clean corrections at 15/16 i.p.s., head alignment is critical on 4-track recording.
6. Be sure heads are scrupulously clean.
7. Before inserting the cassette, check that record tabs are intact, the pressure pad in place, and tape is wound tightly. Rap sharply, then insert in the machine. Run forward for at least 30 seconds before beginning to narrate as leaders vary in length.

Now record following your usual identification format and proofreading procedures.

Cassette recording is useful for essays and reports, research material, classroom handouts, daily short-term interest items to be used by one person. Variable length of tape on each cassette, the possibility of fluctuating tape transport speed and uneven head alignment makes a cassette unreliable as a master.

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